

LAUNDRY WORKER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
2246(4249)	Laundry Worker I	09	053	6 mo.	02-6-86
2247(4249)	Laundry Worker II	09	053	6 mo.	02-6-86
2251(4249)	Laundry Worker III	09	053	6 mo.	02-6-86
1731	Laundry Foreman	09	053	6 mo.	02-6-86

Promotional Line: 37

Series Narrative

Employees in positions allocated to this series work in an institutional laundry facility where they prepare soiled linen for processing, operate laundry equipment, and return cleaned linen to customers.

Laundry Workers typically--

--sort soiled laundry

--load and operate washers and dryers

--finish, iron, and press processed laundry

--fill orders for clean linen, and

--at the upper levels, supervise or coordinate the operations of the laundry

DESCRIPTIONS OF LEVELS OF WORK

Level I: Laundry Worker I

2246(42491)

Employees In positions allocated to this level perform basic repetitive laundry tasks under the direct supervision of a higher level employee.

A Laundry Worker I typically –

1. collects, unloads, and sorts soiled linen
2. sorts and straightens clean, damp linen for finishing and pressing
3. operates automatic sheet spreading equipment
4. manually and/or using automatic folding machines, folds and stacks sheets, towels, blankets, gowns, etc.
5. washes and disinfects laundry carts

6. performs related duties as assigned

Level II: Laundry Worker II:**2247(4249)**

Employees at this level perform a variety of skilled tasks involved in the operation of laundry equipment and the distribution of processed laundry. They work under the general supervision of higher level personnel.

A Laundry worker II typically –

1. operates washing machines and dryers, with responsibility for weighing laundry to determine appropriate amounts for loading
2. measures and adds washing compounds, determining type according to kind of linen to be laundered
3. maintains production records by logging weights, time, type, and amount of linen processed
4. recognizes and reports malfunctioning equipment and as necessary, makes minor repairs and corrections (such as restringing irons, pulling jammed linen, etc.)
5. inspects laundry for defects and quality, determining usable and nonusable items as well as items to be reprocessed
6. fills clean linen orders by counting ordered items; loading, weighing and sealing carts; and logging filled orders
7. performs related duties as assigned

Level III: Laundry Worker III**2251(4249)**

Employees at this level supervise and assist in the performance of laundry tasks in specific production areas (such as sorting and washing, finishing, order filling etc.) They work under the general supervision of higher level personnel.

A Laundry Worker III typically –

1. supervises lower level laundry workers by assigning work to meet predetermined production standards and schedules and to assure maximum utilization of equipment
2. evaluates quality of work performed by lower level employees. As necessary, counsels employees regarding production standards and adherence to university and departmental policies, procedures, and rules; recommends appropriate disciplinary action
3. maintains safe and clean area working conditions
4. verifies filled linen orders by counting linen prior to shipment and reconciling discrepancies
5. as necessary, operates laundry equipment (such as washers, dryers, and ironers)

6. as necessary, performs laundry operations (such as measuring washing compounds, weighing and packaging linen. etc.)
7. performs related duties as assigned

Level IV: Laundry Foreman**1731**

Employees at this level are responsible for day-to-day laundry operations by acting as liaison between management and workers and coordinating the work of production areas. They work under the general supervision of a designated administrator(s) responsible for laundry management.

A Laundry Foreman typically –

1. coordinates the work of production areas (such as sort/wash, finishing, etc.) by determining work priorities for lower level employees, based on production schedules
2. evaluates employees' performance for adherence to production standards and schedules by reviewing production records; participates in selection of employees
3. maintains inventory records of production supplies and, as necessary orders supplies
4. inspects equipment, makes minor adjustments, and, as required, arranges and schedules repairs and maintenance
5. reviews production records with responsibility for correcting deficiencies to assure optimal utilization of personnel, operations, and equipment
6. instructs and trains subordinates in laundry operations and processes, as well as university and departmental policies, procedures, and rules
7. completes laundry reports for production and quality standards and implements resulting recommendations
8. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO**Level I: Laundry Worker I****2246(4249)****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. manual dexterity

2. good vision
3. ability to stand for long periods
4. ability to count

Level II: Laundry Worker II**2247(4249)**

CREDENTIALS BE VERIFIED BY PLACEMENT OFFICER

1. six months of laundry work experience comparable to the next lower level of this series

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of equipment and materials used in commercial or institutional-laundry processing
2. ability to write legibly
3. ability to measure, weigh, and read scales
4. record keeping ability

Level III: Laundry Worker III**2251(4249)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of experience requirement listed for the Laundry Worker II
2. one year of additional work experience comparable to the next lower level of this series

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough working knowledge of laundry equipment characteristics and capabilities
2. basic knowledge of safety rules and regulations
3. proficiency in use of commercial laundry equipment and supplies
4. ability to supervise the work of lower level employees
5. ability to analyze and find solutions to operational, equipment, and personnel-related problems
6. ability to communicate effectively

Level IV: Laundry Foreman**1731****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. possession of the experience requirements listed for the Laundry Worker III
2. eighteen months of additional work experience comparable to the next lower level of this series

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of current industry techniques, processes, and supplies
2. thorough knowledge of laundry operations, equipment, capabilities, and maintenance requirements
3. thorough knowledge of the principles and techniques involved in establishing and maintaining production standards
4. proficiency in the use of commercial laundry equipment and supplies
5. effective communication skills
6. effective supervisory skills
7. ability to instruct lower level employees in laundry processing and equipment operations
8. ability to gather, analyze, and compile data in report format
9. ability to analyze and find solutions to operational, equipment, and personnel-related problems
10. record keeping ability
11. mechanical aptitude

Laundry Worker I.....	Revised
Laundry Worker II.....	Revised
Laundry Worker III	Revised
Laundry Foreman	New